

# Alzheimer Society

DURHAM REGION

## Bilingual Family Support/Public Education Coordinator

(French/English)

**Agency:** Alzheimer Society of Durham Region

**Status:** Full Time

**Position Summary:** Working as a member of the Family Support and Public Education teams, the Family Support/Public Education Coordinator (“the Coordinator”) is responsible for the effective and timely planning, delivery and evaluation of Family Support and Public Education programming to Francophones living with Alzheimer’s disease or a related dementia, their care partners and families.

### Responsibilities:

#### Family Support:

- Liaises and collaborates with community partners and medical professionals in accordance with First Link referral initiatives
- Supports client intake as first responder to self - directed calls from the francophone community, gathering relevant information needed to assess and help identify support services needed for Family Caregivers and Persons with Dementia
- Provides information and referral as appropriate and establishes follow up support in the form of home, office appointments or support groups as required
- Facilitates French language support group(s)
- Maintains case documentation and statistical data in accordance with policy requirements and shared agreements

#### Public Education

- Assists in the coordination, design, delivery and evaluation of public education and awareness events to the francophone community, including persons with dementia, family and the general public using a wide array of delivery methods including, but not limited to, presentations, forums, consultations, dementia simulations, and web based e-learning.
- Coordinates and executes the delivery of dementia friendly community initiatives and training programs
- Assists with the collection of statistical data
- Assists with the recruitment, training & supervision of public education volunteers who may assist with programming in the francophone community
- Acts as resource for inquiries from the general public and for the Society regarding programs and services
- Maintain a current knowledge of Alzheimer’s disease, related dementias and current resources available to the francophone community

## Other

- Participates in internal staff meetings as scheduled
- Represents the society on community committees as assigned
- Other duties as assigned related to the family support, public education and awareness activities

## **Qualifications**

- Post-secondary degree/diploma in health, social work, community development or social services
- Excellent verbal, written and communication skills in both French and English (language competency testing will be conducted)
- Minimum of 2 years' experience working with persons with dementia and their care partners and older adults
- Minimum of 1 years' experience in the delivery of education & training to adults
- Comprehensive knowledge of Alzheimer's Disease and other related dementias
- Specific training in dementia studies is considered an asset
- Demonstrated experience in group facilitation & presentations
- Experience working in a non-profit organization preferred
- Excellent organization, planning and time management skills
- Demonstrated experience in working as part of a team
- Ability to work some evenings and weekends, as required
- Valid Ontario Driver's License with daily access to a vehicle
- Computer literacy with proficiency in Windows and Microsoft Office
- Criminal Record Check including vulnerable sector search required

Application Deadline: Monday, November 20<sup>th</sup>, 2017

Submit Applications quoting "FLS" to

**[jobs@alzheimerdurham.com](mailto:jobs@alzheimerdurham.com)**

**Letter of Application, to accompany résumé, should be submitted in English & French.**

**Salary expectations should be stated in cover letter**

No phone calls please. Only those selected for an interview will be contacted.